

Before the Polls Open Paper Ballots

For more detail and checklists, refer to the Procedural Manual

Before Election Day the County Clerk will deliver election ballots, the official stamp and ink pad in sealed packages to the Chief Judge

Upon receipt of ballots and supplies the Chief Judge will return a written receipt for supplies

On Election Day Before the Polls Open

Report to the Polling Place at
_____AM

Post "VOTE HERE" sign
in visible location
on the building.

In the presence of bystanders,
Judge and Clerks break the sealed
packages of supplies

Check all supplies against checklist in
Procedural Manual pages 23 & 24. Contact
County Clerk immediately if there is a
shortage

Check ballots to insure number prefix
reflects your precinct number. Use in
numerical order

Record ballots received on cover of
Election Record Poll Book

Arrange the polling place
with ballot box in view

Post sample ballots, Mail-in Registrants
and Voter's Rights placard in polling place
and Card of Instruction placards
in the voting booths

Assignment of Duties -
Assignments will vary depending on
polling place and may be combined to
correspond with personnel available

One Clerk to greet and direct voters
to Poll Book Clerk or Election Day
Registration and demonstrate the
accessible voting device

One clerk to be in charge of the
Election Record Poll Book

One clerk for stamping and issuing ballots

One clerk in charge of 2nd poll book if
used, and to receive and deposit ballots

Before beginning their duties election
board officials must take and
subscribe to the Oath on the cover of
Election Record Poll Book